

DIRECTIVE

WORKFORCE INVESTMENT ACT

Number: WIAD01-15

Date: March 14, 2002
69:155:is:5416

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: YOUTH SERVICE ELIGIBLE PROVIDER LIST

EXECUTIVE SUMMARY:

Purpose:

Section 129 (b)(2)(A) of the Workforce Investment Act (WIA) requires states to disseminate a list of youth service provider eligible to receive WIA funds. This directive sets forth policy and procedures that govern the establishment and operation of the California Youth Service Eligible Provider List (YSEPL).

Scope:

This directive imposes a requirement on the Local Workforce Investment Boards (LWIB) to provide the information necessary for the immediate establishment of the WIA-required California YSEPL. This directive provides the procedures to be used by the LWIBs in forwarding information on locally approved youth providers and their programs to the State.

Effective Date:

This directive is effective upon release.

REFERENCES:

- Section 129 of the Workforce Investment Act of 1998
- Title 20 Code of Federal Regulations, Section 663.500 and 664.100
- Department of Labor (DOL) Training and Employment Guidance Letter (TEGL) 18-00, Subject: Program Guidance for Implementation of Comprehensive Youth Service Under the Workforce Investment Act (April 23, 2001)
- DOL TEGL 9-00, Subject: Workforce Investment Act 1998, Section 129-Competitive and Non-Competitive Procedures for Providing Youth Activities Under Title I (January 23, 2001); wdr.doleta.gov/directives

STATE-IMPOSED REQUIREMENTS:

This directive contains only State-imposed requirements.

FILING INSTRUCTIONS:

This directive finalizes Draft Directive WIADD-23, issued for comment on October 25, 2001. Retain this directive until further notice.

BACKGROUND:

The WIA Section 123 requires LWIBs to identify eligible provider of youth activities by awarding grants and contracts on a competitive basis. The WIA Section 129(b)(2)(A) requires the State to disseminate a statewide list of eligible youth providers. This State list is defined by the DOL (TEGL 18-00, April 23, 2001) as a compilation of the individuals or organizations that have been selected at the local level through the competitive process.

POLICY AND PROCEDURES:

To support the State in establishing the YSEPL, all LWIBs must submit their youth service provider information (as specified in *Attachment 2*) to the State by September 30 of the program year. The reporting LWIB may add or delete a youth service provider, or modify the provider information, at any time during the program year. The annual YSEPL will be released through an information bulletin by October 31, each year. If necessary, to report changes to the YSEPL, a modified list will be released through an information bulletin in January, April, and July.

For Program Year 2001-2002, LWIBs must submit their youth service provider information by March 31, 2002. This year's annual list will be released through an information bulletin by April 15, 2002.

For the purpose of this directive, a youth service provider is defined as:

An entity with whom the LWIB has awarded a grant or contract, on a competitive basis, to provide youth activities, as defined under the WIA Section 129(c), for eligible youth as defined under WIA Section 101(13).

The procedure described below should be used to submit a provider for inclusion on the YSEPL or to modify provider information on the YSEPL.

1. Submit the attached Microsoft (MS) Excel document (*Attachment 1*) with the required information for each youth service provider approved by the LWIB. The MS Excel document must be submitted to the Employment Development Department, Workforce Investment Division, in one of the following ways:
 - a. Provide a flat file on a disk and mail the disk to:

Performance Management Unit
Employment Development Department
P.O. Box 826880, MIC 69
Sacramento, CA 94280-0001

- b. Access the form through the Internet, save the form in your hard drive, complete the form, and attach the completed form to an e-mail message addressed to duntal@edd.ca.gov.
2. All the data fields should be completed for each youth service provider. It is particularly important to mark the correct box on top of the form indicating whether, for the purposes of the YSEPL, the submission represents a new youth service provider, a modification or a deletion to the information for an already reported Youth Service Provider.
3. If the LWIB is submitting a modification to the information for a provider already on the YSEPL or wishes to delete a youth service provider because the grant or contract agreement has ended, please check the appropriate box on top of the youth service provider document and complete the required field on the document.
4. *Attachment 2* provides the user line item instructions for completing the MS Excel document.

ACTION:

The information contained in this directive should be shared with all staff involved in local activities required to establish the initial youth service eligible provider list in their area. It is the LWIB's responsibility to establish, maintain, and exercise ongoing controls to ensure compliance with these requirements.

INQUIRIES:

If you have any questions regarding this directive, please contact Debor L. Untal, Performance Management Unit, at (916) 654-8295.

/S/ BILL BURKE
Chief
Workforce Investment Division

Attachments are available on the Internet:

1. [YSEPL Application Form](#) (XLS)
2. [YSEPL Application Line Item Instructions](#) (PDF)